

**EMPLOYMENT OPPORTUNITY  
AMERICAN CONSULATE GENERAL DHAHRAN**

**JOB TITLE:** Marine Cook/Maid

**HOURS:** Full Time, 40 hours per week OR Part Time, 20 hours per week

**SALARY:** 18,000 SAR annually for half-time (20 hours/week) or 36,000 SAR annually for full-time (40 hours/week)

The American Consulate General in Dhahran is seeking a part-time or full-time cook/maid. When required, weekend hours incur overtime compensation. Health insurance will be provided. Home leave ticket and paid leave provided. A security check and a full medical physical are required annually. This contract is for one year. The successful applicant will perform the duties as a cook/maid to the Marines. The following is a summary of the basic duties, responsibilities and qualifications required for the position.

**MAJOR DUTIES & RESPONSIBILITIES**

- Prepare two meals for five people daily.
- Responsible for maintaining good standard of hygiene, regular checking of appliances and reporting any necessary need for repairs.
- Other duties as required.

**DESIRED QUALIFICATIONS:**

- Completion of Elementary School or equivalent.
- Six months experience in healthy food preparation is required.
- English Level III (Speaking and Writing - Good working knowledge).
- Must possess good organizational skills.
- Should have flexible work schedule.
- Must be pleasant and enjoy working with people.

**APPLICATION PROCEDURE:**

To apply please contact the Consulate at +966-03-330-3200 extension 3030 or e-mail your CV to [blackmoreC@state.gov](mailto:blackmoreC@state.gov). Deadline for application is March 31, 2012.